BY ORDER OF THE
UNITED STATES CENTRAL COMMAND - J4

06 June 2006

USCENTCOM Container Management Policy
LETTER OF INSTRUCTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

(a) OPR: USCENTCOM J4 (Mobility Division, Surface Branch)
(b) Supplements: USCENTCOM - Regulation 735-1 dated 7 Dec 89

OVERVIEW. This Letter of Instruction (LOI) supersedes USCENTCOM Regulation 735-1 where there are conflicts and supplements requirements to the policies and procedures outlined in 735-1. It also supersedes all previously issued Fragmentary Orders that conflict with this LOI. It is applicable to all units, organizations, departments, agencies or activities either operating within the USCENTCOM Area of Responsibility (AOR) or shipping material in containers into or out of the USCENTCOM AOR.

PURPOSE: This LOI establishes policy and directs the use of standard procedures to administer, task, and execute management of containers within USCENTCOM AOR. The intent of this policy is to align the objectives of all key process owners [US Transportation Command (USTRANSCOM) Surface Deployment and Distribution Command (SDDC), Theater Service Component Commands, CENTCOM Deployment and Distribution Operations Center (CDDOC), Defense Logistics Agency (DLA), unit commanders, and other organizations] in order to drive an efficient logistics operation in support of the Department of Defense (DOD) missions throughout the USCENTCOM AOR. CENCTOM J4-M will revise this LOI periodically to meet changing operational requirements.

OBJECTIVES: The goal of USCENTCOM is to reduce late fees and other charges on carrier-owned containers, and to improve the overall effectiveness and efficiency of container management programs and operations in the AOR. Areas of emphasis include, but are not limited to the following:

1. Ensure monthly detention charge levels for the AOR are less than established standards as promulgated by SDDC and USCENTCOM.

2. Establish accurate accountability for all containers located in the USCENTCOM AOR.

3. Maintain accurate theater-wide container inventories through a robust inventory management program to ensure the integrity of data input into the various USCENTCOM authorized automated information systems.

EXECUTIVE SUMMARY

This LOI outlines roles and responsibilities of various entities involved in container management within the USCENTCOM AOR. It also describes categories of common-use containers, as well as procedures for container handling, movement, tracking, accounting, and usage. This LOI is arranged by Chapter, and contains a list of terms and definitions as well as attachments that provide further amplification in various topics.

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Chapter 1
ROLES AND RESPONSIBILITIES

1.1 **USCENTCOM:** Will provide container management policy, planning guidance, and direction.

1.1.1 **USCENTCOM J4-Logistics Directorate (CCJ4):** Has staff responsibility and policy authority for all logistics related issues, to include container management, in the AOR. CCJ4 Staff will coordinate with Logistics Directorates within the Joint Staff, Service Headquarters, Theater Service Component Commands, and other Combatant Commands and Federal Agencies.

1.1.2 **USCENTCOM Deployment & Distribution Operations Center (CDDOC):** Responsible for coordinating and scheduling the movement of all commodities and personnel, via ground, sea, and air within the USCENTCOM AOR. Coordinates and interfaces with SDDC to provide in-transit and total asset visibility of Intermodal containers into, through, and out of the AOR. Maintains command oversight of the theater CME.

1.1.2.1 **Container Management Element (CME):** The CME is the in-theater unit that is established by SDDC, under the operational control (OPCON) of USCENTCOM, and under the tactical control (TACON) of CDDOC. Responsible for the statistical and administrative tracking of all containers in the AOR. CME is also responsible for maintaining data integrity regarding current container management. The CME is also responsible for reconciling monthly physical container inventories and correcting data errors in the Container Management Support Tool (CMST). This data correction process is achieved through close coordination with SDDC and Army Intermodal Distribution Platform Management Office (AIDPMO). In addition to the above, the CME is also responsible for the following:

- Provides container management oversight and makes recommendations to Theater Commanders regarding container management.
- Establish container management business practices that produce actionable metrics to enable inventory reconciliation and accurate data in CMST.
- Establishing and maintain procedures for return of empty containers and reallocation of empty containers for intra-theater retrograde support.
- Develop and maintain standardized reports for providing information and performance metrics to all units, organizations, departments, agencies, and activities .
- Establish and maintain a CME office at a location approved by the CENTCOM J4.
- Establish and deploy Container Management Teams to key nodes throughout the theater to provide quality control and training to Installation and Unit Container Control Officers.

- Coordinate with Country Container Authorities (CCA) as required to establish transload sites at designated nodes throughout the theater.

1.1.2.1.1 **Movement Control Battalions, Teams (MCB/T):** Responsible for planning movements throughout their area of responsibility. MCB/T's that are located at border crossings are responsible for tracking and reporting container movements across borders. MCB/T's at the border crossing between Kuwait and Iraq are further responsible for enforcing CCA directives with regard to permitting or denying onward movement of carrier-owned containers from Kuwait into Iraq. MCB/Ts in the forward areas are responsible for scheduling the return of empty containers back to the rear areas in accordance with current movement priorities.

1.1.3 **Theater Service Component Commanders and Joint Task Force Commanders (USNAVCENT / CFMCC, USCENTAF / CFACC, USARCENT / CFLCC, USMARCENT, MNF-I, CFC-A, CTJF-HOA):** Service Component and Joint Task Force Commanders of USCENTCOM will:

- Be responsible for container management operations in their respective areas as depicted in Attachment 7 of this Letter of Instruction (LOI).
- Assume duties as the CCA, or designate (in writing) subordinate unit(s) as the CCA for their respective areas depicted in Attachment 7 of this LOI.
- Advise SDDC and the CDDOC of container requirements for support of operations.
- Provide information, coordination, and cooperation as required with regard to Container Management.
- Provide support and coordination to SDDC and the theater CME for the fielding, establishing infrastructure, and implementation of training on the Container Management Support Tool (CMST) software program.
- Take appropriate measures to ensure the effective and efficient implementation of container management policies, procedures, directives, and programs promulgated by USCENTCOM and SDDC, and the CDDOC.
- Take appropriate measures to ensure the proper usage and accountability of all containers located in, and transiting through, their respective areas as depicted in Attachment 7.
- Comply with performance metrics as detailed in Attachment 8.

1.1.3.1 **Base / Installation Commanders:** Commanders of all USCENTCOM AOR bases/ installations (regardless of size) are responsible for accurate maintenance and reporting of container information and usage as directed in this publication and / or higher headquarters direction through their respective SSAs, or other service specific equivalents. Base commanders will appoint, in writing, a designated Container Control Officer (CCO). Base/Installation level CCOs will coordinate with subordinate unit / activity CCOs.

1.1.3.2 **Unit Commanders** – Unit commanders at all levels are ultimately accountable for unit authorized containers on their own property books and are further responsible for any common-use government leased/owned or carrier-owned containers issued to them for their use in accomplishing their mission. Unit commanders are accountable and / or responsible, as

appropriate, for maintaining accurate inventory records of all containers under their control regardless of ownership. Unit commanders will appoint, in writing, a designated CCO (Officer or NCO). All Container Control Officer Appointments will be made during the relief-in-place (RIP) / transfer of authority (TOA) of a unit's initial arrival in the AOR.

1.1.3.3 **Country Container Authority (CCA)** – Appointed by Service/Joint Task Force Commander. Responsible for all container management/operations for their respective country of responsibility. Refer to Attachment 1 for specific duties and responsibilities. CCAs are also responsible for reporting on and maintaining the performance metrics detailed in Attachment 8.

1.1.3.4 **Container Control Officer (CCO)** – As appointed by the Base Commander (or appropriate authority), this individual will establish and maintain control and accountability of all containers on his/her designated area. Duties of CCO will include regular inventories (monthly) of containers and regular review/oversight of individual container custodians. Attachment 2 depicts duties and responsibilities. Additional duties and responsibilities may also be assigned by the CCA CCOs are also responsible for reporting on and maintaining the performance metrics detailed in Attachment 8.

1.1.3.5 **Principal Assistant Responsible for Contracting** (PARC) – Ensures that all contracts are in compliance with applicable laws, directives, and policies.

1.1.3.6 **Contracting Officers:** Responsible for ensuring proper oversight and enforcement of contract execution. As it pertains to containers, Contracting Officer will ensure consistency regarding the proper usage of containers as specified in this publication, the Universal Services Contract 05 (USC05) global shipping contract, and other regulations and policies with regard to container management.

1.1.3.7 **Contracting Officer Representative (COR)**: Assists Contracting Officer in ensuring proper oversight and enforcement of contract execution. Additionally, ensures the contractor provides details of their Contractor Assigned Government Owned (CAGO) container inventories are reported to AIDPMO.

1.1.3.8 **Supply Support Activities (SSAs):** SSAs (to include the TCSP) and other service component equivalents are responsible for the efficient use of containers in support of their mission. SSAs are accountable for any government owned containers under their control and are responsible for any government leased or carrier-owned containers issued to them or under their control or use, and will return empty containers to the Empty Container Control Point (ECCP). SSAs and other service component equivalents, are accountable and / or responsible, as appropriate, for maintaining accurate inventory records of all containers under their control regardless of ownership.

1.2 **US Transportation Command (USTRANSCOM):** The designated Distribution Process Owner (DPO) for Container Management for Department of Defense (DOD). Maintains world wide authority for DOD distribution policies, and has designated the SDDC as the Global Container Manager to ensure effective management and efficient control of DOD-related Intermodal containers across all operational theaters and environments in peace and war in support of the war fighter.

1.2.1 **Surface Deployment and Distribution Command** (**SDDC).** The designated Global Container Manager. In the USCENTCOM AOR SDDC is responsible for establishing operational capability to ensure effective management and efficient control of DOD-related Intermodal containers subject to directives, and in accordance with, USCENTCOM Concept of Operations (CONOPS). Will coordinate with, and provide support to, all CENTCOM Component and Joint Task Force Commanders regarding container management issues. SDDC is also responsible, in coordination with Army Intermodal Distribution Platform Management Office (AIDPMO) and the Theater Container Management Element (CME), for verifying ownership of containers. SDDC is responsible for development, implementation, utilization, and training of an automated management information system for container cost management, tracking, accounting, visibility, and reporting as required by USCENTCOM CONOPS. SDDC is responsible for administering the Universal Services Contract which includes resolving container detention and associated costs with the ocean carriers. SDDC is also the process owner for the Containerized Ammunition Distribution System (CADS). Additionally, SDDC is responsible for theater transload and retrograde operations, and will establish Joint Distribution Hubs (JDH) at locations throughout the theater as required.

1.3 **Defense Logistics Agency (DLA):** Responsible for ensuring that all shipments are processed through the Defense Transportation System (DTS). As a primary contracting agent in the AOR, DLA is also responsible for ensuring contracts in the AOR comply with the policies outlined in this publication. As the contract holder for the Subsistence Prime Vendor contractor for OEF, and OIF, DLA plays an important roll in overall efficient use of containers. DLA is also responsible for ensuring that all of its subordinate units/branches/support activities located in the AOR are in compliance with this LOI.

1.4 **Service Logistics Directorates (Army G4, Navy N4, Air Force A4, Marine Corps G4)**: Have Title 10 authority over all Service Component owned and leased containers worldwide. Currently, the Army centrally procures all Military Specification (MILSPEC) containers for the Army and provides like services for DOD Components. Additionally, the Army maintains the vast majority of the Government owned / leased containers in the USCENTCOM AOR and thus they have significant role in the CENTCOM AOR for container management. Army G4 has designated the Army Intermodal Platform Management Office (AIDPMO) with world wide authority and responsibility for the management of all Army owned / leased containers.

1.4.1 **Army Intermodal Distribution Platform Management Office (AIDPMO):** Serves as the single manager for Army-owned and leased containers, flatracks, and other distribution platforms. AIDPMO is responsible, in conjunction with the Container Management Element (CME) and SDDC, for verifying ownership of containers, and conducting container reconciliation. Also, responsible for maintaining and correcting data errors in the Army Container Asset Management Support System (ACAMS).

1.5 **Army Air Force Exchange Service (AAFES)** – In accordance with a Memorandum of Understanding (MOU) with USARCENT, USARCENT supports AAFES logistics operations in theater, to include container management. AAFES is responsible for effective and efficient use of containers.

Chapter 2
CONTAINER CATEGORIES:

2.1 **General**: All units will be able to decipher the following container labeling styles in order to determine ownership of the container. The ownership of a shipping container is normally indicated by its International Standards Organization (ISO) container number. All shipping containers worldwide are required to have unique 11 position alphanumeric ISO Container Numbers. The ISO number consists of a 4 letter code to denote the owner, a 6 number serial and a 1 number check digit. Many containers in the AOR either have an incomplete ISO number, an invalid ISO number or even no ISO number. AIDPMO is responsible for resolving invalid ISO numbers and verifying ownership and is making this information available to the CME. Units, activities, and agencies will direct questions regarding container markings to their respective CCO, who will forward to their respective CCA. If the CCA is unable to answer the question, they will forward to CME and/or AIDPMO.

2.2 CONTAINER CATAGORIES:

2.2.1 **Government Owned**: Government owned containers are those purchased by the US Government. Most have ISO numbers starting with USAU or USAX and are painted in recognizable tan or olive colors. Government owned containers are typically used to support unit deployment and redeployment where a US run SPOD is available to support Joint Reception Staging Onward Movement and Integration (JRSOI). They are also used to support trans-load operations and are the preferred category of container for long term temporary storage in the AOR. Government Owned containers do not incur detention charges but can incur port storage assessments. Commands, activities and agencies must research container numbering information when outside and inside ISO numbers have been removed. Numbers may be found either on CSC data plate or embossed in the tops of containers as well as container numbers stenciled inside the container itself. Many Government Containers that were previously carrier-owned containers are difficult to identify, as many have not been re-stenciled with US Government ownership markings or repainted. In these cases, every effort should be made by the CCA to properly mark these containers.

2.2.1.1 **Contractor Acquisition Government Owned (CAGO) containers**: The U.S. Government owns these containers. CAGO containers are procured by contractors on behalf of the US Government. Contractors using or procuring CAGO containers will follow the same procedures as outlined for other government owned / leased containers to include accountability and reporting requirements. In accordance with the Logistic Civil Augmentation Program (LOGCAP) Statement of Work (SOW), contractors will establish accountability through appropriate means for CAGO containers. DOD Contractors are still responsible for the proper use, control, inventory and reporting of all containers under their use or control, regardless of ownership or acquisition method. This report will include acquisition details (including the container ISO number). This report will go to AIDPMO.

2.2.1.2 **Government owned - No identification data – non-seaworthy containers**: Containers with no identification markings are US Government owned containers which are non-qualified for sealift. These containers should be marked, "Government Owned, Storage Only, No sealift". When possible, these containers will be used to replace serviceable containers which are being used as storage.

2.2.1.3 **Government Furnished Equipment Containers (GFE)**: Containers provided to a contractor by the government to enable the contractor to complete contractual obligations and reduce the contracted cost to the government. GFE can only be government owned/leased containers.

2.2.2 **Government leased containers**: Government leased containers are those containers that are long term leased by the US government. SDDC and Army G4 have implemented a Master Leasing Agreement and a single vendor is the sole leasing source for containers worldwide. Units, activities, and agencies operating in the USCENTCOM AOR will use the designated single vendor. Government leased containers are typically used to fill local shortages of Government-owned containers in support of unit deployment and redeployment and are treated as such within the USCENTCOM AOR. Container leases typically last from one to two years and do not incur detention charges. Government leased containers might also be leased for special purposes such as ammunition shipments or other sustainment uses. Transfer of containers from one command to another will require financial adjustments to effect the transfer.

2.2.3 **Carrier-owned containers**: Carrier-owned containers are owned by the international shipping companies. Carrier containers are typically used to transport sustainment cargo but are also used to support unit deployment and redeployment where a non US operated SPOD is used. Like Government-owned containers, Carrier-owned containers are also marked with an ISO number. Carrier containers **do** incur detention charges as delineated in USC 04 or USC 05 (typically 10 days after the container is delivered to its contracted destination). Since the US Government is ultimately financially responsible for return of carrier-owned containers. Empty Carrier-owned containers should never considered to be “abandoned”, and will be collected and returned to the designated collection point in each country as soon as possible. Unserviceable carrier owned container must be turned-in as soon as possible.

2.2.4 **Contractor Owned containers**: Contractors utilize containers that they own. These are not to be confused with CAGO containers. Containers that are owned by contractors must be identified in CMST with code of “N” along with an annotation in the remarks block indicating the name of the contractor.

2.2.5 **Unresolved Ownership**: Containers have “Unresolved Ownership” when a container bears carrier ISO Container Number markings, but the carrier in question has not acknowledged that it owns the container in question. Containers that are found during inventories that have carrier markings are initially entered into the current theater container management tool as “Unresolved Owner”. Until the actual ownership is resolved, it will be treated as a government owned container. If an unresolved container is verified to be carrier-owned, it must immediately be treated and handled as such and returned to the carrier as soon as possible. CME, (as the lead organization) in conjunction with CFLCC, SDDC, and AIDPMO is responsible for verifying the

ownership of unresolved ownership containers. AIDPMO is responsible for issuing US Government ISO numbers for such "buyout" containers. See attachment 4 for decision tree.

2.2.6 **Disputed Ownership**: Disputes in ownership occur when a Container that is registered in CMST, whether Government Owned (GO), Government Leased (GL), or Carrier Owned (C) has been 'lost' by a Government entity, and found in the possession of a Host Nation (HN) or Third Country National (TCN) citizen claiming they 'purchased' the container. In these instances, the containers true ownership must be validated by the Theater CME in coordination with SDDC and the appropriate service component container representative. If an individual discovers a container in this category, they should document the container number, its location down, where and when it was spotted, and report this information to the CCO. If a Host Nation or Third Country National offers some 'proof' as to the legitimacy of his claim, they should be directed to the Theater CME for additional assistance and research of the claim.

2.3 **CONTAINER STATUS**

2.3.1 **Abandoned Containers**: U.S. Government owned / leased containers in the AOR that are not on any property books (within theater or out of theater) will become theater owned property. Either CFLCC, MNF-I or CFC-A, CJTF-HOA or the service component command responsible in accordance with Attachment 6, as appropriate will assume formal accountability for all such government-owned / leased containers under their control. Commands, Activities and Agencies operating at locations where abandoned containers are found, will make every effort to determine the ISO number of abandoned containers (i.e. serial numbers) and will account for such containers in their inventory (hand/custody receipts). Once under control, these containers can be used as other government owned containers.

2.3.2 **Unserviceable containers**: Containers that have been deemed un-repairable (or not economically repairable) by a designated container inspector will be categorized as an 'unserviceable' and reported to SDDC. Commands, activities and agencies with Government owned / leased containers determined to be unserviceable will inform SDDC, through their respective CCO, who will provide disposition instructions upon coordination with AIDPMO (or Service Component equivalent). Commands, activities, and agencies with carrier-owned containers that are unserviceable will request disposition instructions through their respective CCO, CCA to SDDC.

Chapter 3

Program Management

3.1 **General**: Successful container management requires integration and execution of common practices regarding container handling, container usage and container accountability. It also requires the coordination and cooperation of everyone involved in container operations.

3.2 CONTAINER HANDLING

3.2.1 Container Tracking

3.2.1.1 **Use of Defense Transportation System (DTS)**: All US Government agencies/ departments shipping material into the USCENTCOM AOR are required to use the DTS.

3.2.1.2 **Tracking of carrier-owned containers:** SDDC, in conjunction with the respective CCA and the CME, will track all carrier-owned-containers in the AOR. Carrier containers used as storage in the AOR are the responsibility of the storage SSA, Unit, or contractor facility. All efforts will be made to release these containers back to the DTS system. All activities using Containers for storage will prepare and submit regular reports on their container usage as directed in this publication.

3.2.1.3 **Use of Radio Frequency Identification (RFID) tags:** All containers in transit will have RFID tags. Container identification data will be included in the RFID tag writing process. This data received from the RFID interrogators will be forwarded to other DOD authorized in-transit Visibility (ITV) systems such as CMST, ACAMS, and GTN. Please see Chapter 4 for a list of recognized systems in the USCENTCOM AOR.

3.2.2 Movement of containers.

3.2.2.1 SDDC will inform CCAs of inbound carrier container shipments. This notification will enable the CCA maximum ability to forecast trans-load requirements and reduce unannounced carrier containers showing up at a designated Convoy Support Center (CSC).

3.2.2.2 Northbound containers from Kuwait destined for Iraq will transit the Convoy Support Center (CSC), where they will be screened to determine which containers are USC and non-USC, as well as determining which are carrier-owned containers. On-site supervisors at the CSC are empowered to permit or deny onward movement of any carrier-owned containers into Iraq. Movement of USC carrier-owned containers through the CSC will be denied unless an official waiver is issued by the CCA for Kuwait in advance of the scheduled movement. Without appropriate waiver, carrier-owned containers bound for Iraq will be sent to the transload pool for further disposition as coordinated by the CCA. This requirement does not apply to capped detention containers as described below. Non USC containers are exempt from this requirement pending further guidance from CENTCOM. As security concerns dictate, Theater

Component/Combatant Commanders will implement policy regarding Non-USC (third party) container movement into their respective AOR.

3.2.2.3 SDDC, in coordination with USCENTCOM J4, will designate container transload facilities in the AOR. These may include APODs, SPODs and Forward Logistics Sites (FLS). Usage of transload facilities allows the carrier-owned containers to be unloaded and returned to the carrier, thus avoiding the extended detention charges. Currently there are three locations that operate as transload facilities in the AOR. These are in Kuwait, UAE and Afghanistan. In the future, transload facilities may be established in other locations throughout the AOR as required. The following applies to current transload facilities.

3.2.2.3.1 **Kuwait/Iraq:** The CCA for Kuwait will be responsible for establishing and managing the trans-load pool of empty containers in Kuwait, and forecasting requirements for trans-load containers with assistance from CME and SDDC. In the event of a shortage of U.S. Government-owned / leased containers for trans-load, the Kuwait CCA may authorize onward movement of carrier containers into Iraq. However, the CCA for Iraq will ensure that such shipments will be trans-loaded at the destination so that the carrier containers are freed up for immediate return to the DTS as noted above.

3.2.2.3.2 **UAE/Pakistani Ports**: OEF surface lift cargo is trans-shipped at the UAE port of Fujairah and shipped to the Pakistani port of Karachi, where as part of the USC05 contract, the carriers deliver it to the two primary Forward Operating Bases (FOB) in Afghanistan (Bagram and Khandahar).

3.2.2.3.3 **Afghanistan**: The CCA is responsible for the trans-load facilities at two primary FOBs in Afghanistan. The containers needed for the trans-load facilities will be drawn from government buyout containers and / or government owned/leased containers that become available in Afghanistan. SDDC will not ship empty government owned or leased containers into Afghanistan in order to build up a trans-load pool located in Karachi Pakistan. SDDC is responsible for monitoring/directing container inventory at the sea port of Karachi, Pakistan. Once the containers with their cargo arrive at the two FOBs they will be moved onward or trans-loaded. This decision depends on the status of the trans-load operation. Until a sufficient pool of government owned / leased containers is built up at the FOBs in Afghanistan, onward movement of carrier containers is authorized. However, the CCA for Afghanistan will ensure that such shipments will be trans-loaded at the destination so that the carrier containers are freed up for immediate return to the DTS as noted above.

3.3 **CONTAINER USAGE**:

3.3.1 **General:** As noted elsewhere in this instruction, containers may be used for transportation and temporary storage. However, each unit will have a plan for long term storage that does not include containers.

3.3.2 **Unacceptable Uses**: Carrier-owned or designated trans-load pool government owned shipping containers will NOT be used for quarters, offices, shelters, force protection walls, other non-DTS and non-storage uses. Every effort should be made to return improperly used containers. All carrier-owned (or government owned / leased designated trans-load) containers

being used for quarters, offices, force protection, etc, and non-DTS usage or any non-storage usage will immediately be emptied out and turned into the nearest Empty Container Collection Point (ECCP) using established container movement processes.

3.3.3 **Validation of requirements**: Commands, activities and agencies will minimize the use of shipping containers as storage units. All activities in the AOR that are using containers for storage of material (including all contractor activities) will validate their actual storage container requirements in accordance with the following guidelines:

- Document the percent filled status of all containers under their control
- Estimate the number of filled containers needed to sustain current operations based on past receipts and issues of material and report this information to their respective CCA.
- Demonstrate that they have effectively re-stuffed and/or re-distributed container contents as appropriate to maximize the percent filled of every container in use.
- Document that that storage facilities are unavailable, and submit to CCO.

3.3.4 **Use of Government owned / leased containers**: All U.S. military units, department, agencies, activities / contactor facilities in the USCENTCOM AOR will utilize their assigned containers in an efficient manner and will maintain positive control of all containers in their custody through a regular inventory program. This program will require close coordination with their respective CCA and CME. The following accountability tracking methods may be used:

- ACAMS as a durable hand receipt.
- Unit/Installation property books (only for containers assigned to a unit prior to deployment).
- Printed hand receipt or custody control card.

Regardless of the inventory management method used, all units will maintain accurate records of the containers in their custody. Pre-deployment preparation will include a thorough review of all assigned containers prior to the unit departing their home station / mobilization station. While in theater, units will identify containers which are considered to be excess and arrange for turn-in with their respective CCA.

3.3.5 **Use of carrier-owned containers**: In countries where there is no trans-load facility, carrier-owned containers may be used to transport cargo to its final destination (either under the USC05 terms or by other means). Every effort must be made to unload these containers and return them to the Defense Transportation System (DTS) within the 10 day free time under the terms of the USC05 contract. In countries where a trans-load operation is established, carrier-owned containers are only to be used to transport goods to the trans-load site. In accordance with USC05 contract, the trans-load facility will un-stuff the carrier-owned container and make the container available for pickup by the carrier. In the event of a shortage of Government-owned transload containers, the CCA has the authority either to ship the carrier container into theater or unstuff pallets for onward movement.

3.3.6 **Modified/ Altered/ Damaged/ Destroyed containers**: Local modifications to containers such as cutouts for power / lighting or air conditioning are prohibited on all categories

of containers. Modified or altered carrier owned and government leased containers constitutes a violation of the USC or global lease agreement. Containers that have been modified, altered, damaged or destroyed must be documented and reported by base CCOs to their respective CCAs. Initially, this will be completed no later than 30 days from the initial release of this LOI . In the future, the normal procedure will be for CCOs to report these occurrences immediately to their respective CCAs. CCAs will consolidate and forward the reports to the CME, SDDC and AIDPMO (or other service authority) for database adjustment, accountability relief and financial adjustments. All such documentation and reports made by 30 days from the release of this LOI will be forgiven as there is no way to determine which unit initially made the modification or damaged a container. After 30 days from initial release of this LOI, any containers found to be modified, damaged or destroyed, and not previously documented & reported, are cause for an AR 15-6 (or service equivalent) investigation. Commanders are responsible for initiating any such investigations.

3.3.7 **Capped Detention Containers**: Carrier Owned containers furnished under USC04 for delivery in Kuwait & Iraq have contractual provisions that cap or limit the total detention that such a container can accrue. Usage analysis has shown that purchasing such "capped detention containers" is a valid method of future cost avoidance. Capped detention containers however, are still carrier owned property until actual purchase is made the carriers have the ability and legal right to recover these containers if they are brought to a port. With the current shortage of available government owned and leased containers for transload operations, these capped containers are approved for use in transload operations, meaning that they are allowed to be sent into Iraq, until further notice from CENTCOM J4 or until they are purchased. CFLCC, MNF-I and CME will establish a method of marking and tracking such containers. Capped detention containers used as transload containers will not be counted in the weekly metrics reported generated by CME.

3.4 **CONTAINER ACCOUNTABILITY AND RESPONSIBILITY**

3.4.1 **Government-owned/lease containers:** Government-owned/lease containers may, at the discretion of unit commanders, be moved to any location in the USCENTCOM AOR. Unit-owned / leased containers supporting unit deployment / redeployment will stay with that unit until the unit returns to their home station. If operational circumstances dictate, a unit may be authorized to transfer a unit-owned / leased container to a pre-approved receiving unit. The unit CCO will notify the CME via their CCA prior to the planned transfer. CME will coordinate the transfer through AIDPMO and SDDC to determine if there are any lease restrictions that need to be addressed. In addition, if government leased containers are to be transferred, the gaining unit or activity will be prepared to any assume financial obligations associated with such a lease transfer or extension. In situations involving the transfer of a unit-owned container between units where the container remains in the same location (base/installation), the CCA can be notified after the transfer has taken place. Implicit in this is the maintenance of formal property book or hand/custody receipts accounting for containers by all units using government owned / leased containers.

3.4.2 **Carrier-owned Containers**: Carrier-owned containers are primarily meant for transportation of goods (primarily Class I). Once the carrier-owned container reaches its final destination, the receiving unit has up to a maximum of 10 days to un-stuff the container and

make the containers ready for pick-up by the carrier before the Government incurs penalty fees. If the receiving unit has no available storage for the container's contents the container can be used for temporary storage. This must be approved by the base CCO, who in turn must inform the CCA. Additionally, the unit must have a plan for un-stuffing the container and making it available as soon as possible for return/pick-up in order to avoid detention charges. This return will be coordinated by the CCA and the MCT/Bs.

3.4.2.1 Commands, activities and agencies are not authorized the use of carrier-owned containers for any purpose other than temporary storage. Units, SSAs, and other departments, agencies, activities, and contractors will maintain accurate accounting of all carrier-owned containers in their custody or on their installation. Usage and control will be monitored by USCENTCOM J4-M, CDDOC, CME, SDDC, and CCA through monthly inventories and regular reporting.

3.4.2.2 While units and organizations do not maintain direct financial accountability for carrier-owned containers, they are responsible for maintaining positive control and ensuring proper usage and care of carrier-owned containers while in their custody. Any modification or alteration to a carrier-owned container will be subject to claims against the U.S. Government, and is prohibited by this LOI.

3.4.2.3 MCB/Ts in each forward area, are responsible for scheduling the return of empty containers (both carrier-owned and government owned / leased) to the rear areas and for ensuring the maximum utilization of limited trucking assets in both directions.

3.4.2.4 The CME will query CMST daily and provide CCA's with a list of carrier-owned containers that are at both the 5^{th} day and 8^{th} day of the 10 day free period. The CCA's will forward notice to the respective CCO's to coordinate and expedite the un-stuffing of the container and return of the empty container to avoid unnecessary detention charges.

3.4.2.5 Stenciling of containers: Re-stenciling any container with a modified ISO number is not authorized in the CENTCOM AOR by any entity unless specifically authorized to do so by SDDC, or AIDPMO (or other appropriate service representatives). Units are not authorized to re-stencil their own containers, as there is a facility in Kuwait that is authorized to do this. Units and activities with Government owned containers that need valid ISO numbers will contact the above authorities through their CCOs for valid ISO numbers and specific instructions. Under no conditions are any units authorized to re-stencil any carrier owned or government leased container.

3.5 **INVENTORY MANAGEMENT**:

3.5.1 **General:** Invalid or outdated information in the computer system being used is a serious impairment to effective container management. It is imperative that all container using units and activities conduct inventories as depicted in attachment 5. All departments, agencies, commands, units, contractors, and any other organizations operating in the USCENTCOM AOR and using any shipping containers for any purpose will maintain positive control over their containers through a regular inventory management program. Documentation of all inventories

will be available for review by higher authority. To minimize in-transit reconciliation problems, these monthly inventories will be conducted within a 5 day period within each CCA's area, and will be conducted between the 10th and 20th of the month. The respective CCAs will determine the date window for these inventories.

3.5.1.2 To facilitate tracking the performance of monthly inventories and provide visibility of anomalies found during the inventories. CMST will include an "inventory status" field and a "date of last inventory" field. The Inventory Status field will have four possible values which are shown below:

- "Not inventoried" – the initial value that all records will have
- "Verified" – The container on the inventory report matched the physical check in the yard, location etc.
- "Found" – The container was **not** on the report but **was** identified in the yard, location, etc.
- "Lost" The container is listed on the report but was **not** identified during the physical check.

3.5.1.3 CMST will automatically update the "date of last inventory" field with the current date when the "inventory status" field is changed by a theater user or CCO.

3.5.2 **Inventory Procedures**: Inventories must be conducted at least once per month. Each unit (container yard) will download their respective electronic inventory from CMST (also known as an in-gated container listing) and update the spreadsheet with Additions, Modifications and Deletions so that the sheet reflects actual data of what is physically on the ground. CCOs will then perform one of the following actions in CMST for every container in their area:

- Verify containers that match the report by updating the "inventory status" field to **"verified",** or
- Out-gate containers to **"unknown location"** that are on the inventory report but not physically present. Additionally, update the "inventory status field" to **"lost",** or
- In-gate containers that are physically present but are not on the inventory report. Additionally, update the "inventory status" field to **"found".**

The annotated reports will then be forwarded electronically to the senior base CCO who will forward them to the CCA and retain them for future inspection as needed. The requirements of these inventories will include the following:

- Location / facility (for larger base camps)
- Total count of containers [listed by size, type, owner, (if known)]
- ISO number (container serial number)
- The actual use of each container
- Fill percentage of each container
- Contents of each container by class of supply
- Serviceability condition

- Unit/organization/activity to which container is assigned
- Name of the responsible CCO

3.5.3 **Inventory Reconciliation**: Inventory Reconciliation is included in the above actions. CCOs and CCAs will monitor compliance by reviewing their respective bases and country reports and noting which locations have not performed an inventory and initiating appropriate research on containers that are "lost" or "found" during inventories. The desired monthly end-state of the reconciliation process is to ensure that every container identified on a yard or area is also reflected in CMST.

3.5.4 **Random Assist Visits**: CME assistance teams will conduct periodic site visits of CCO's to validate container count processes and procedures. Wherever possible, the site visit will coincide with monthly inventory.

3.6 **Carrier Owned Container Buyouts**: Under certain circumstances ARCENT (or other Theater Service Component Commander) may wish to purchase (under their Title 10 authority) carrier-owned containers rather than continuing to incur late fees. USCENTCOM, in conjunction with SDDC, will make recommendations to Department of the Army G-4 (or other Service Component Logistics Directorate) regarding containers which are candidates for purchase.

3.7 **Container Donations**: Units and activities are not authorized to donate any carrier owned or government leased container, regardless of condition, to any host nation entity. Units may not donate any government owned containers unless the unit, command, or activity is the owner of record of the container in question. Units requesting the authorization to donate a container that they own will coordinate with their respective CCA and other organizations as needed. They will also inform CME and AIDPMO (or service equivalent) for database adjustments and property accountability adjustments

3.8 **Performance Metrics**: Metrics and Objectives for CCOs, CCAs, and the Theater are contained in Attachment 8. Theater Metrics are established by USCENTCOM J4-M in conjunction with SDDC and the CME. Initial CCA and CCO performance metrics are listed. Country / area CCAs will send any proposed changes (for either CCA or CCO metrics) to CME, SDDC and CENTCOM for review and approval. CCOs will report their weekly performance to their CCAs who will in turn report their metrics to the CME. The CME, in conjunction with SDDC will continue to prepare and distribute weekly Performance Metrics.

Chapter 4

CONTAINER MANAGEMENT SYSTEMS AND TOOLS

4.1 **General**: The following container management information systems are recognized by USCENTCOM for tracking theater containers, pending the release of a Joint Container Management System.

4.2 **Container Management Support Tool (CMST)**: The primary tool of SDDC for tracking the location, usage, free time, and intransit data. This database management system is contracted by SDDC. This contracted system is the primary system used for the management of carrier container detention and location tracking within the USCENTCOM AOR.

4.3 **Pipeline Asset Tool (PAT)**: An SDDC developed tracking and inventory database providing users with the web-based ability to obtain container information using multiple sources. Container data is drawn daily from the Integrated Booking System (IBS), Integrated Booking System-Commercial Sealift Solution (IBS-CSS), Worldwide Port System (WPS), and Container Management Support Tool (CMST). The data is integrated by key fields such as Container Number, Carrier Booking Number, Port Call File Number (PCFN), Lift Date, Arrival Date, etc. Within each main search category are subcategories from which users may choose to obtain additional information on In Transit Visibility (ITV) History Worldwide, Basic Booking Information, Vessel Schedules, and Container Lifecycle Summary.

4.4 **Asset Inventory Management System (AIMS)**: A web-based, password-protected database management program which contains the DOD-level inventory-of-record for all containers designed to ISO standards and owned by DOD or its components. Required of SDDC by the DTR, this system was designed and is maintained by SDDC's container leasing contractor, Textainer.

4.5 **Army Container Asset Management System (ACAMS)**: The U.S. Army's recognized global asset management system for U.S. government owned / leased containers, and all other Intermodal equipment (quad cons, tricons, flat racks, etc.) ACAMS provides the ability to effectively manage and track government owned / leased assets. ACAMS is considered to have functionality as a durable hand receipt for accountability purposes. Additionally ACAMS is the primary reference of ownership of Government owned and leased containers.

4.6 **Global Transportation Network (GTN)** GTN is the **r**eference tool for tracking of material through the DTS. GTN tracks cargo not containers. However the container numbers may be visible in GTN. Various RFID systems feed into GTN.

4.7 **Radio Frequency Identification (RFID)**: The current RFID system's function is the tracking of material in transit. This system can provide visibility of containers and its contents. However CME should not use this data as a primary management tool for container tracking. The RFID system cannot be relied upon for accurate location data once a shipping consignment

is delivered. Because ITV terminates when cargo is at its final destination the RFID system can not be relied upon for accurate tracking of containers.

4.8 **Future Container Management Information System Development:**

4.8.1 **Near-term (1 year):** CJCS is the lead agency in the development of a new database management system that includes container management. This system will incorporate functionality or ACAMS and CMST and be recognized as a Joint service data management system. Until the Joint system is fielded, both systems currently in use (ACAMS and CMST) will be used to get complete information on a given container's status, location, etc.

4.8.2 **Long-term (1+ years):** USTC is leading efforts to research and implement a global tracking based system to track containers independently of the cargo they are carrying. This effort is being implemented in conjunction with the Joint Staff lead agency for a single global container management system.

Chapter 5

RETROGRADE OPERATIONS

5.1 **General**: As the future operational situation permits, retrograde operations to reduce the operational footprint of US forces in the AOR will commence. These operations will involve the use of containers. Retrograde plans are currently being drafted. Certain classes of supply will be retrograded out of theater while others will be stored in theater. Both of these actions involve the use of containers.

5.2 **Future Guidance:** Future guidance on the use of containers in retrograde operations will be published under separate cover at a later date.

GLOSSARY

Part I – Abbreviations and Acronyms

AIS	Automated Information System
ACAMS	Army Container Asset Management System
CAGO	Contractor Acquisition Government Owned
CAT	Container Assistance Teams
CMST	Container Management Support Tool
DTS	Defense Transportation System
ECCP	Empty Container Collection Point
LOGCAP	Logistic Civil Augmentation Program
ISO	International Organization for Standardization
JRSOI	Joint Reception, Staging, Onward Movement and Integration
KBR	Kellog Brown and Root
MCB/T	Movement Control Battalion / Team
MNF-I	Multinational Force - Iraq
MNC-I	Multinational Corps - Iraq
POE	Port of Embarkation
POD	Port of Debarkation
ITV / RFID	In-transit Visibility/ Radio Frequency Identification
SDDC	Surface Deployment and Distribution Command
SPOD	Sea Port of Debarkation
TEU	Twenty-foot Equivalent Unit
USC	Universal Service Contract

Part II - Definitions

- **Army Container Asset Management System (ACAMS):** Web access database system owned by Army G4 for the management and maintenance tracking of all Army owned and leased containers worldwide. One of two theater container management AIS used.
- **Army and Air Force Exchange Service (AAFES):** Non-appropriated fund activity which operates Post Exchanges.
- **Army Intermodal Distribution Platform Management Office (AIDPMO):** The Service Container Manager (SCM) for the Army. Manages containers which are either owned or leased by the Army.
- **AIDPMO sticker**: Control sticker placed on containers to indicate Army ownership or lease status.
- **Automated Information System** (**AIS):** A computer system or integrated systems
- **Booking**: The reservation of ocean transportation space on a vessel.
- **Contractor Acquisition Government Owned Containers** (**CAGO):** Containers that are procured by contractors which become US Government property.

- **Carrier-owned container**: This container is owned by civilian company which is contracted for shipping services only. Return of these containers is important in order to avoid late fees. A proper return occurs when the carrier is notified that the clean, empty container is available for pick up at a designated location.
- **Common use (or user container)**: Government-owned or -leased containers that have been designated by appropriate authority as being available for use by all units or activities and are not specifically owned or leased by any individual unit. Does not apply to ammunition containers.
- **Common user ocean terminal**: Military installation, part of a military installation, or a commercial facility operated under a contract or arrangement with SDDC, which regularly provides for two or more shipper services terminal functions of receipt, transit storage or staging, processing, loading, and unloading of passenger or cargo ships.
- **Consignee:** Person or company to which merchandise or cargo is forwarded.
- **Consignor**: Person or company that sends merchandise or cargo to another party.
- **Container**: Reusable Intermodal platform or enclosure which meets International Organization for Standardization (ISO) container standards and is intended to be loaded with cargo and shipped on or in a transportation conveyance.
- **Container Assistance Teams (CAT):** Assigned by CME to provide field level guidance and support to various commands and locations throughout the AOR
- **Container Management Support Tool (CMST):** Principal Automated Information Management system used by the CME and SDDC in the USCENTCOM AOR to track and manage containers.
- **Contracting Officer:** Person with the authority to enter into, administer, and terminate contracts. The term includes authorized representatives of the Contracting Officer acting within the limits of their authority.
- **Contracting Officer's Representative**: Appointed in writing by the Contracting Officer. Responsible for, but not limited to monitoring the contractor's performance IAW the terms of the contract, ensuring contractor's compliance with reporting requirements, providing data for government reports, verifying and certifying invoices, and reviewing contractor claims.
- **Controlled cargo**: Items that require additional control and security as prescribed in various regulations and statutes. They may include money, negotiable instruments, narcotics, registered mail, precious metal alloys, ethyl alcohol, and drug abuse items.
- **Convention for Safe Containers (CSC):** International treaty providing for the periodic inspection of containers. Inspection language is found in 49 CFR Part 452, Examination of Containers. DOD uses the latest edition of Institute of International Container Lessors'(IICL) Repair Manual for Steel Freight Containers as its inspection standard.
- **Defense Transportation System (DTS):** That portion of the Nation's transportation infrastructure that supports DOD's common-user transportation needs across the range of military operations. It consists of all common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the Department of Defense.
- **Demurrage charges**: The charge assessed by carriers for the government detaining trucks or other associated transportation equipment which has carrier-owned containers loaded on-board beyond the allotted free time.
- **Detention charges:** Fees assessed on late or overdue carrier-owned containers.

- **Documented and verified cargo:** Cargo that has been receipted into the port, requires no maintenance prior to shipping, and information on the cargo has been verified to be in the host computer.
- **DOD Components**: Includes the Joint Staff, Unified and Specified Commands, Military Departments, and Defense Agencies.
- **Empty Container Collection Point (ECCP):** Facility for the collection and redistribution of empty containers, return of carrier-owned containers.
- **Force protection**: Any collection or combination of measures to prevent or mitigate damage or disruption to an aggregation of military personnel, weapon systems, vehicles, installations, or support.
- **Forward Logistics Site (FLS)**: Any base of operation located in the USCENTCOM AOR which has logistics as a primary function.
- **Free time**: Time allowed by a carrier to load or unload cargo, or to provide disposition instructions, before demurrage or detention charges accrue.
- **Global Transportation Network (GTN)**: The designated DOD in-transit visibility system, providing customers with the ability to track the identity, status, and location of DOD units, and non-DOD cargo, passengers, patients, forces, as well as military and commercial sealift and airlift. For purposes of this LOI, GTN only tracks container contents and not containers.
- **Government-owned container:** Containers which are owned by the U.S. Government and can be used at the U.S. Government's discretion
- **Government-leased container**: These containers are leased by the U.S. Government for a finite period of time.
- **Integrated Booking System (IBS):** A single, worldwide, automated booking system that supports peacetime and wartime movement of unit and sustainment cargo in an efficient and timely manner.
- **Intermodal:** Type of international freight system that permits transshipping among modes such as: air, land (highway & rail), and sea through use of the organization for standardization containers, line-haul assets, and handling equipment.
- **In-Transit Visibility (ITV)**: Term used to describe real-time asset management capabilities to determine the location of any container in the AOR at any point in time while it is in transit.
- **International Standards Organization (ISO) containers**: Containers that meet American National Standards Institute/ISO standards, and are designated to facilitate and optimize the carriage of goods by one of more modes of transportation without intermediate handling of the contents and equipped with features permitting ready handling and transfer from one mode to another. Containers may be fully enclosed with one or more doors, end or side opening, open top, refrigerated, tank, open rack, gondola, flatrack or other designs. The 20-foot ISO container is the DOD standard for ammunition and unit equipment and 20-/40-foot container is the DOD standard for sustainment. The size of container used depends on the ability of the receiving unit to handle it. QUADCONSs and TRICONS can be linked together to form an ISO Container. The Palletized Loading System (PLS) M-1 20-foot ISO flatrack, and the 40-foot military heavy duty ISO flatrack are also commonly used.
- **Joint Distribution Hub (JDH):** Facility used for trans-loading cargo for onward movement into and out of forward locations.

- **Material handling equipment (MHE):** Mechanical devices, such as forklifts, for handling of cargo and other items with ease and economy.
- **Minor repairs and markings**: Nailing, patching, caulking, banding, replacing or tightening bolts, taping and re-labeling, obliterating existing markings, stenciling, or otherwise marking shipping containers.
- **Movement Control Team (MCT):** A unit (military or contractor) responsible for coordinating container movements over the lines of communication and for committing transportation requests from assets according to command planning directives.
- **Ocean Cargo Clearance Authority:** Books DOD cargo for ocean movement, performs related contract administration, and accomplishes export and import ocean traffic management functions for DOD cargo moving within the DTS.
- **Principle Assistant Responsible for Contracting (PARC)**: The PARC, a special staff officer, is the Army Service Component Commander's (ASCC) or mission commander's senior Army acquisition advisor responsible for planning and managing all Army contracting functions within the theater.
- **Quality control program**: Formal program implemented to ensure consistent satisfactory usage, marking, inspection, inventory, and accounting for containers.
- **Retrograde**: Cargo moved out of a theater.
- **Radio Frequency Identification (RFID):** An analog-to-digital conversion technology that uses radio frequency waves to transfer data between a moveable item and a reader for purposes of identifying, tracking, or locating items.
- **Service Container Manager (SCM):** The central office of each of the armed services charged with the overall management of that service's owned, or owned and leased, containers.
- **Seaport of Embarkation (SPOE):** Staging areas used to prepare containers for shipment to a theater of operation.
- **Seaport of Debarkation (SPOD):** Staging areas used to prepare containers for shipments from a theater of operation.
- **Supply Support Activity (SSA):** Location where supplies, services, and materiel are stored and issued.
- **Stuffing:** The placement of cargo into or onto cargo transporters, such as containers, flatbeds, and flatracks, including all necessary blocking, bracing, lashing, or dunnage.
- **Sustainment:** Provision of personnel, logistics, and other support required to maintain and prolong operations.
- **Terminal inventory discrepancy**: A shipment unit that the terminal has listed on the on-hand inventory and which cannot physically be located and for which no lift record or other disposition is available.
- **Third Party Logistics (TPL)**. Non-DOD logistics support.
- **Theater Consolidating and Shipping Point (TCSP):** DLA activity that services as a consolidation and shipping activity for the USCENTCOM AOR.
- **Transload facility**: A location which unloads a commercial owned container and repacks the contents into a government owned container, in order to release the unloaded commercial container back to the carrier, thereby eliminating detention charges.
- **Transportation Control and Movement Document (TCMD):** Official cargo movement document prescribed by the Military Standard Transportation and Movement

Procedures (MILSTAMP)(DOD Regulation 4500.32R). It is used for the documentation and control of all cargo moving into and through terminals.

- **Transportation Control Number (TCN):** DOD's standard shipment identifier composed of a 17-position number assigned to all shipment units.
- **Transportation movement release**: An authority for movement of a shipment. It commits transportation assets, verifies the capability of the consignee to receive the shipment, and serves as the unique identifier of the movement requirement. It also is used to account for transportation assets during movement much like the transportation control and movement document is used to account for the cargo during movement.
- **Universal Service Contract (USC):** Contracts between SDDC and commercial ocean liner carriers for international cargo transportation and distribution services using ocean common or contract carriers offering regularly scheduled commercial liner service.
- **Unserviceable container**: A damaged container that is (whether or not it is repairable) is not capable of being used as a shipping unit in its current condition.
- **Unresolved ownership container**: Containers located in theater where ownership is not clear. Nonstandard markings could be a contributing factor
- **Worldwide Port System (WPS):** An automated information system that supports water port operations for DOD common user cargo and force deployments by providing cargo management, documentation, and accountability to water port and regional commanders, and ITV information to higher echelons.
- **Yard manager:** Single point of contact for a designated class of supply containers or location of a group of containers. This individual is responsible for maintaining a current in-use inventory list and preparing daily in and out gate reports. Yard managers are one type of CCO.

References

DOD Instruction 4500.37, “Ownership and Use of Containers for Surface Transportation” (dated 2 April 1987).

DOD Handbook MIL-HDBK-138B, Dated 1 Jan 2002, Guide to Container Inspection for Commercial and Military Intermodal Containers

DTR VI, Chapter 600 Series *(Currently under revision)*.

Joint Publications 4-01.4, 4-01.5, and 4-01.7

International Standard Organization (ISO) Standard 6346 Freight Container-coding, identification and marking

Universal Services Contracts (USC) 04 and 05

USCENTCOM CME Execution Order; “Container Management” (dated: 16 Dec 2004)

USCENTCOM Regulation 735-1; “Property Accountability for Container Equipment Control, Utilization, and Reporting” (dated 7 Dec 1989)

USCENTCOM Regulation 525-1; “Operations, Standing Operating Procedures” (dated 21 May 1988)

USCENTCOM Regulation 55-1, “Transportation Policy and Management”

USCENTCOM RFID LOI (LOG AUTO)

AFR 71-10/NAVSUPINST 10580.3/MILVAN; Equipment Control, Utilization and Reporting.

AR 56-16/AFR 75-31/OPNAVINST 4620.10/MCO 4035.6A; Joint Procedures for Coding, Marking, CSC Plating and Reinspection of DOD-Owned Containers.

AR 710-2; Section 2-35, “Other Special Accounting Policy” (dated: 25 Feb 04)

AR 735-5; ” Policies and Procedures for Property Accountability” (dated: 28 Mar 05)

MNCI FRAGO 40 (dated: 03 Dec 2005)

COSCOM FRAGO 223

MNF-I FRAGO 05-351 (dated: 12 Nov 05)

USMC FRAGO 73-05

CFLCC FRAGO 95 to OPORD 05-007; “Container Management in the AOR” (dated: 17 Nov 05)

CJTF 76 FRAGO/34

Memorandum Of Understanding (MOU) between Army and Air Force Exchange Service (AAFES) and Coalition Forces Land Component Commander (CFLCC)/Army Central Command (ARCENT); Provision and Operation of Field Exchanges (dated: 13 May 2004).

Attachment 1
Country Container Authority (CCA)
Duties and Responsibilities

At a minimum, the appointed CCA will be responsible for the following:

1. **Inventory Management**
   a. Establish inventory programs to ensure accurate inventory of all containers for their area of responsibility.

   b. Report damaged and destroyed containers immediately to the CME

   c. Conduct Inventory reconciliation and updates to CMST

   d. Research and Staff methods to reduce container inventory

   e. Develop SOP for retrograding empty containers to a designated ECCP.

2. **Administration**
   a. Be responsible for container management operations in their respective areas as depicted in Attachment 7 of this Letter of Instruction (LOI).

   b. Advise SDDC, CME, and AIDPMO of container requirements for support of operations.

   c. Provide information, coordination, and cooperation as required with regard to Container Management.

   d. Provide support and coordination to SDDC and the Theater CME for the fielding, establishing infrastructure, and implementation of training on the Container Management Support Tool (CMST) software program.

   e. Take appropriate measures to ensure the effective and efficient implementation of container management policies, procedures, directives, and programs promulgated by USCENTCOM, SDDC, and the theater CME .

   f. Take appropriate measures to ensure the proper usage and accountability of all containers located in, and transiting through, their respective areas

   g. Manage CCO's:
      - Appointed in writing by installation commanders. Provide copy of the appointment letter to the unit's commanding officer
      - Arrange CMST training from CME as soon as possible
      - Hold meetings/training evolutions as necessary

3. Reporting

a. The CCA is responsible for each CCO. The CCA will coordinate with each CCO and report data to the CME.

b. The CCA will comply with monthly reporting requirements to CME (standard format for reporting will come from CME).

- Wall to wall inventory results
- Utilization report (depicts what is needed versus what is on the ground)
- Suggestions for reducing overall container inventories

4. Accomplishment of tasking as directed by the Theater Container Manager or higher authority

Attachment 2
Container Control Officer (CCO)
Duties and Responsibilities

At a minimum, the appointed CCO will be responsible for the following:

1. **Inventory Management**
   a. Ensures effective and efficient use containers.

   b. Maintains positive control and accurate accounting of all containers located in, and transiting through, their respective areas.

   c. Conduct detailed monthly inventories of containers in their yards and/or issued to their assigned units (this does not include container contents).

   d. Report damaged and destroyed containers immediately to their CCA.

   e. Submit monthly inventory reports to their CCA.

   f. Research and staff methods to reduce container inventory.

2. **Administration**
   a. Establish and ensure proper flow of containers.

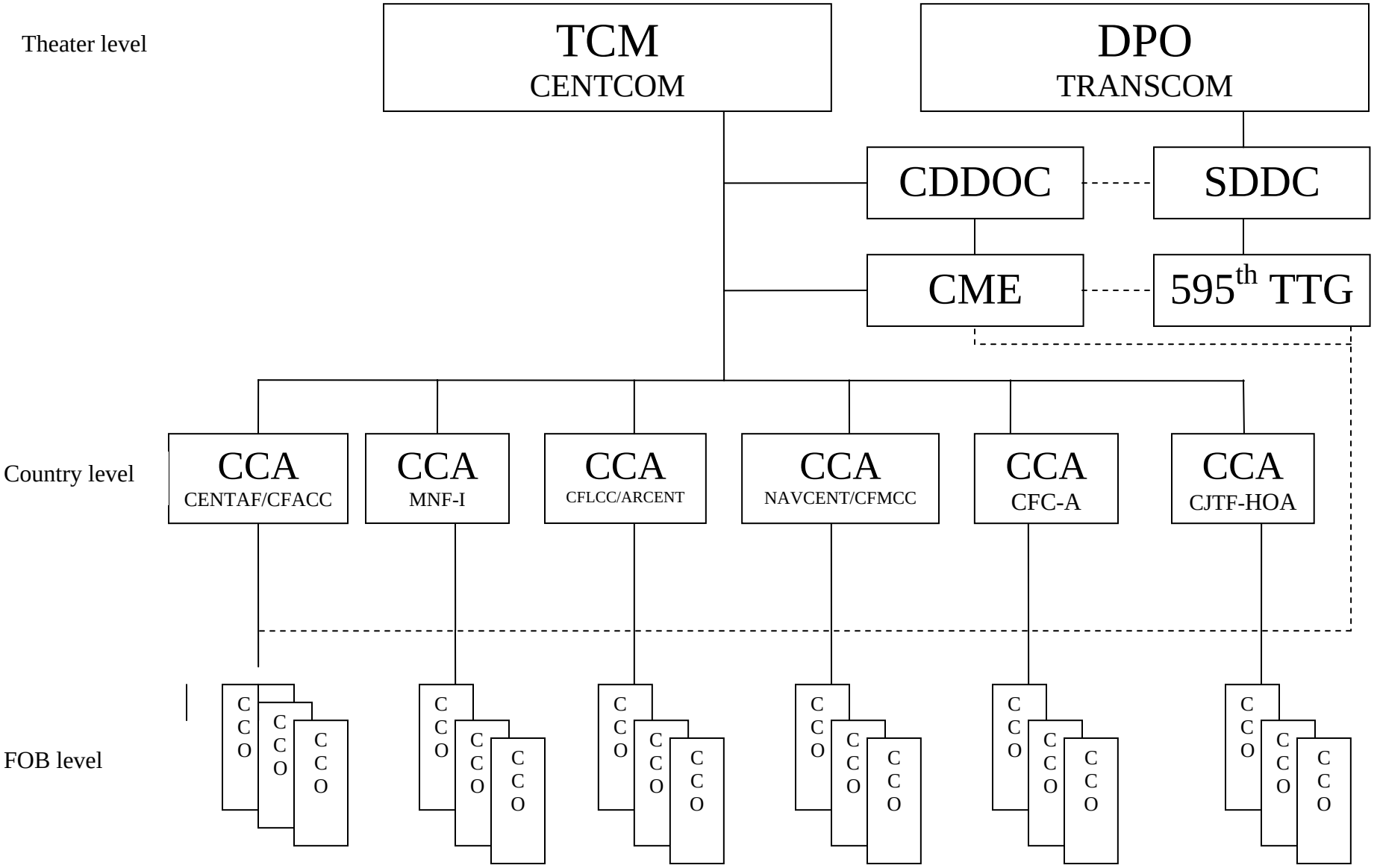
   b. Monitor and facilitate transload operations to ensure carrier-owned containers are emptied and returned to the carrier as soon as possible.

3. **Reporting**
   a. The CCO reports data to the CCA.

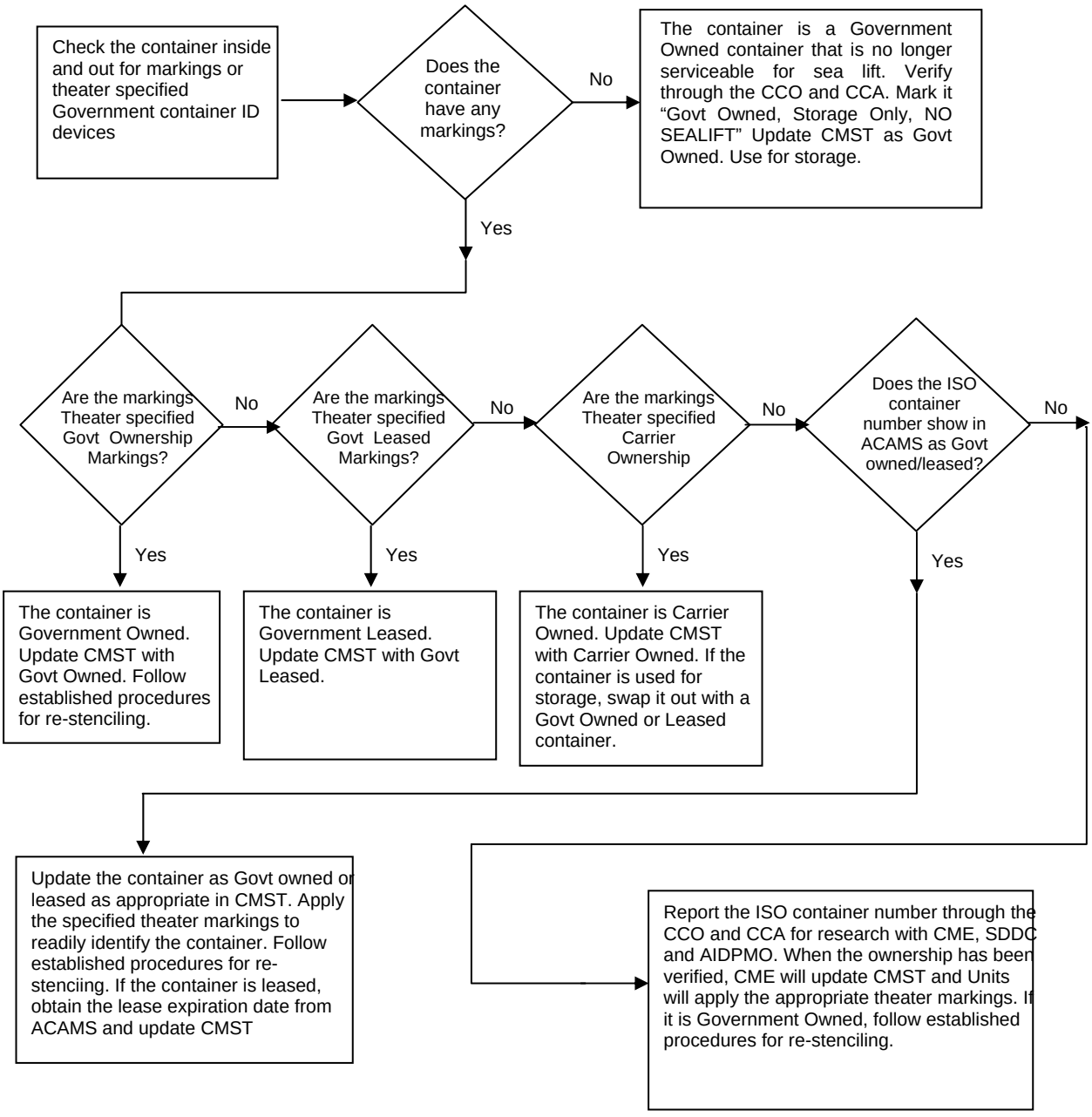
   b. Monthly reporting requirements to CCA
      - Wall-to-wall inventory results
      - Utilization report (depicts what is needed versus what is on the ground)
      - Suggestions for reducing overall container inventories

4. **Accomplishment of tasking as directed by the CCA and/or higher authority**

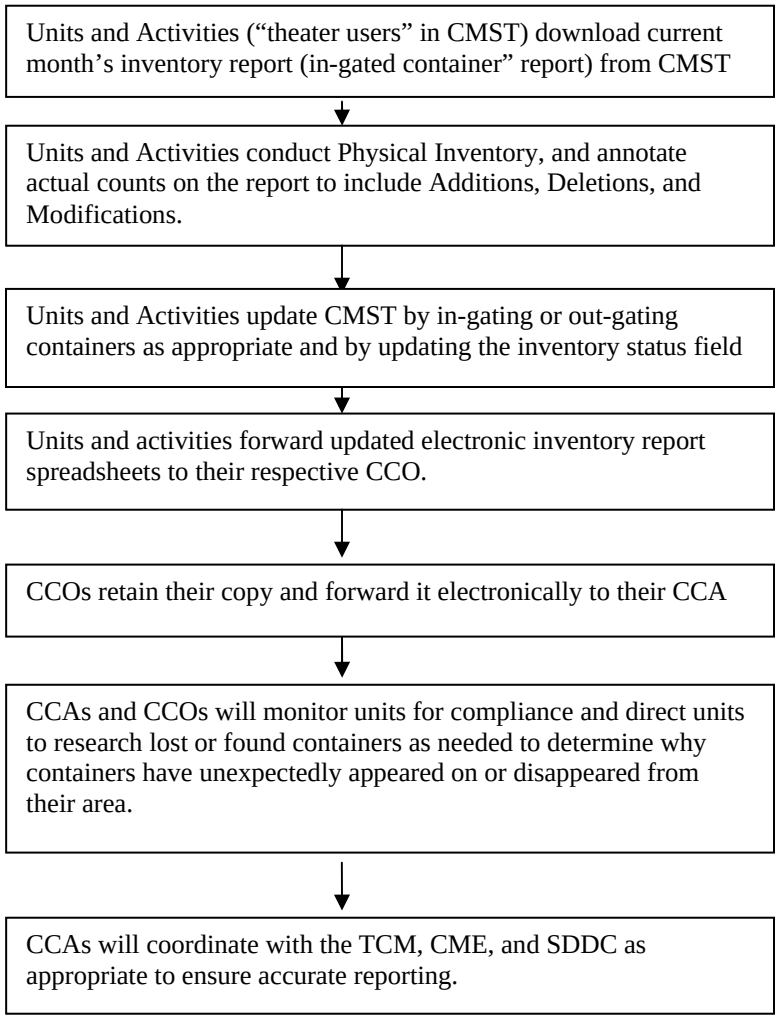
Attachment 3
Reporting Relationships
Container Management
CENTCOM AOR



Attachment 4
Container Ownership Decision Tree



Attachment 5
Monthly Container Inventory and Reconciliation Flow



Attachment 6
SDDC Unresolved Container Ownership Resolution Process

I. SDDC generates an Ad Hoc Unresolved Owner Container Report from CMST weekly.

II. SDDC performs query to learn the new container numbers on the report for weekly research.

III. Run the new numbers through the SDDC Access macros to determine if ownership identification can be found in the SDDC data base.

IV. Results of Reports.

- **A.** The queries run against the database tables check for matches in the following categories: **bought; Textainer leased; AIMS inventory; previously declared 'available for government use'containers on or have been on detention**;
- **B.** GCM has several of the ocean carriers container inventory in the GCM database that the queries also check for matches;
- **C.** Resolved container numbers are then **updated in CMST via Super User access.**

V. Research the remaining unresolved containers.

- **A.** Utilizing BIC code websites research the presumed container owner for each list. This step takes about 6-9 minutes per container number.
    1. These are a couple of the websites used:
        - **a.** http://www.synchromet.com/lnk/Prefix_Frame.asp
        - **b.** http://www.bic-code.org/html-gb/bic_code.asp

- **B.** A worksheet of unresolved container numbers is sent to container leasing companies and ocean carriers via email requesting ownership/lessee verification. This message is considered the initial request in the Unresolved Container Process. The container leasing companies and ocean carriers are given 10 days to respond.

VI. Place the list of Unresolved onto the Unknowns list.

- **A.** Once the 10 day suspense is over for the initial request for ownership verification, unresolved containers are placed in a worksheet in the "Unknowns" workbook.
- **B.** A separate spreadsheet is created to send with the letter of *Notification of Intent to Discard Unclaimed/Abandoned Property (final notice).* Send letter via email to the original distribution list of container leasing companies and ocean carriers giving an additional 10 days to respond.

VII. Update CMST with Unknown Owner Containers.

- **A.** After the 10 days for the final notice expires, upload the Unknown list to the CME declaring them "available for government use".

VIII. Containers updated in CMST as 'available for government use' will be reported as SDDC containers, renumbered; and retained for use in the theater. Records will be maintained to reflect both old number and new number should the container be claimed in the future.

IX. Update CMST with any new information on the Unknowns "available for government use" containers.

- **A.** Any late responses received from container owners are noted and updated in CMST.
- **B.** The resolved container(s) number is removed from the Unknown Container list.

Attachment 7
Country Container Authority Listing

Geographic Area	Responsible Component (CCA)
Afghanistan	CFC-A
Bahrain	USNAVCENT
Djibouti	CJTF-HOA
Ethiopia	CJTF-HOA
Eritrea	CJTF-HOA
Egypt	USARCENT
Iran	TBD
Iraq	MNF-I
Jordan	USARCENT
Kazakhstan	TBD
Kenya	CJTF-HOA
Kuwait	USARCENT
Kyrgyzstan	TBD
Lebanon	USARCENT
Oman	USCENTAF
Pakistan	CFC-A
Qatar	USCENTAF
Saudi Arabia	USCENTAF
Seychelles	USNAVCENT
Somalia	CJTF-HOA
Sudan	CJTF-HOA
Syria	USARCENT
Tajikistan	TBD
Turkmenistan	TBD
Uzbekistan	TBD
Yemen	TBD
United Arab Emirates	USNAVCENT

Attachment 8
Metrics and Objectives

Metrics for CCO's:

1. Maintain 100% accuracy of all containers under CCO control.
2. In-gate (receive) all containers within 48 hours of physical receipt.
3. Out-gate (ship) all containers within 48 hours of physical departure.
4. Perform all monthly inventories within time frame established by the CCA with 100% reconciliation.
5. Report all lost, damage, destroyed, modified containers to the CCA within 48 hours of incident.

Metrics for CCA's:

1. Ensure 100% initial reporting of all damaged, destroyed, modified containers within 30 days of LOI release.
2. Ensure 100% of future damaged, lost, modified containers are reported by CCOs within 48 hours of incident.
3. Maintain 100% accountability of FOB containers through monthly inventory & reconciliation.
4 90% of monthly container reports contain all directed information.
5 Verify 100% container status (full vs. empty) in accordance with this LOI within 90 days of release and maintain 100% verified status.
6. Report 100% of containers with no or invalid ISO #s within 96 hours of discovery.
7. Support trans-load pool by ensuring sustained weekly 100-110% return rate.

Metrics for the Theater:

The following are the current approved goals for theater wide container management in the CENTCOM AOR:

1. Reduce unresolved ownership to less 5% or less of the total number of containers in the AOR.
2. Reduce estimated Monthly Detention in the AOR to $2 million or less.
3. Maintain the OIF Trans-load pool at or above 300 available containers.
4. Zero USC05 booked carrier owned containers sent north from Kuwait to Iraq.
5. Sustain 110% or higher weekly trans-load pool return rate to Kuwait from Iraq.
6. Maintain 200 or fewer containers at the Theater Consolidated Shipping Point.
7. Maintain 50% or more government owned containers used for actual shipping uses.
8. Monitor and report on RFID tags on incoming shipments with 100% of containers tagged as the goal.

Attachment 9
Point of Contact Listing

Container Management POCs									
Organization	Name	Title	Location	NIPR E-Mail Address	SIPR E-Mail Address	DSN Telephone	Commercial Telephone	Draft LOI Response Rec'd
CENTCOM J4-M	Col Wanda Bishal	CCJ4-M	Tampa	bisbalwe@centcom.smil.mil	bisbalwe@centcom.smil.mil	312-651-6650	813-827-6650	
	Col Luis Roldan	CCJ4-M Deputy	Tampa	roldanl@centcom.mil	roldanl@centcom.smil.mil			
	LTC Michael Santos	CCJ4-M Surface Chief	Tampa	Santosma@centcom.mil	santosma@centcom.smil.mil	312-651-6650	813-827-6650	
	LCDR Ron Kish	CCJ4-M Transportation Off	Tampa	kishri@centcom.mil	kishri@centcom.smil.mil	312-651-6650	813-827-6650	
CDDOC	Col Bernard O'Neil	Deputy CDDOC	Kuwait	bernard.oneil@arifjan.arcent.army.mil	bernard.oneil@swa.arcent.army.smil.mil			
	Col Frank Walker	COS	Kuwait	francis.walker@arcent.arifajan.army.mil	francis.walker@swa.arcent.army.smil.mil			
	LTC David Frankenhauser	Sustainment Cell	Kuwait	david.frankenhauser@arifjan.arcent.army.mil	david.frankenhauser@swa.arifjan.arcent.army.smil.mil			
	LTC Daniel Brewer		Kuwait	daniel.brewer@arifjan.arcent.army.mil	daniel.brewer@swa.arifjan.arcent.army.smil.mil			
	CDR Charles Frasher	Surface Chief	Kuwait	charles.frasher@arifjan.arcent.army.mil	charles.frasher@swa.arcent.army.smil.mil			
	LCDR Mark Chapman	Sustainment Cell	Kuwait	mark.chapman@arifjan.arcent.army.mil	mark.chapman@swa.arcent.army.smil.mil	318-430-5706 / 5600		25-Apr-06
CME	COL Philip Fisher	CO	Kuwait	Philip.Fisher@arifjan.arcent.army.mil	Philip.Fisher@swa.arifjan.arcent.army.smil.mil			
	LTC Leland Redmond		Kuwait	Leland.Redmond@arifjan.arcent.army.mil	Leland.Redmond@swa.arifjan.arcent.army.smil.mil			
	LTC Gregory Estes		Kuwait	Gregory.Estes@arifjan.arcent.army.mil	Gregory.Estes@swa.arifjan.arcent.army.smil.mil	318-430-5589		28-Apr-06
	MAJ Antonio Lowell		Kuwait	antonio.lowell@arifjan.arcent.army.mil	antonio.lowell@swa.arifjan.arcent.army.smil.mil			
	CPT Julia Lewis		Kuwait	julia.lewis1@arifjan.arcent.army.mil	julia.lewis1@swa.arifjan.arcent.army.smil.mil			
	MSG Aaron Martin		Kuwait	Aaron.Martin1@arifjan.arcent.army.mil	Aaron.Martin1@swa.arifjan.arcent.army.smil.mil			
MNF-I	Col McFarland	Deputy Resources & Sustai	Iraq	Mcfarlandte@ncemnf-wirau.usmc.mil	Mcfarlandte@ncemnf-wirau.usmc.smil.mil			
	MAJ Patricia Wright	Transportation Officer	Iraq	patricia.wright@iraq.centcom.mil	patricia.wright@iraq.centcom.smil.mil			2-May-06
MNC-I	Col John "Jay" Christnsen	C4	Iraq	john.christensen@iraq.centcom.mil	john.christensen@iraq.centcom.smil.mil			
	MAJ Brad Eungard	Transporation Officer	Iraq	bradj.eungard@iraq.centcom.mil	bradj.eungard@iraq.centcom.smil.mil			
CFC-A	COL Andy Smith	CJ4			andy.smith@cfc-a.centcom.smil.mil	318-237-1152		
	LTC Frank Eubanks	CJ4A			Frank.Eubanks@cfc-a.centcom.smil.mil			
	Maj Dave Van Bennekum	LogOpsO			CFC-A-LOGOPSO@cfc-a.centcom.smil.mil			
	LTC Bob Maurio	Future Ops Plans			Robert.Maurio@cfc-a.centcom.smil.mil			
	LtCol Julia Meade				Julia.Meade@cfc-a.centcom.smil.mil			
CJTF-76	COL John Schultz	CJ4		John.schultz@cjtf76.centcom.mil	John.schultz@cjtf76.centcom.smil.mil			
CJTF-HOA	COL William Porter	J4		porterwv@hoa.centcom.mil	porterwv@hoa.centcom.smil.mil	318-824-2101		23-Apr-06
ARCENT/CFLCC	Col James Gray	C4	Kuwait	James.gray@arifjan.arcent.army.mil	James.gray@swa.arifjan.arcent.army.smil.mil			
	LTC John Manibusan	C4-Container Management	Kuwait	john.manibusan@arifjan.arcent.army.mil	john.manibusan@swa.arifjan.arcent.army.smil.mil	318-430-5206		17-Apr-06
	CPT Erik McCall	C4-Container Management	Kuwait	erik.mccall@arifjan.arcent.army.mil	erik.mccall@swa.arifjan.arcent.army.smil.mil			
NAVCENT/CFMCC	CAPT Jim Marler	N4	Bahrain	James.marler@me.navy.mil	James.marler@me.navy.smil.mil	318-439-4183		
	CDR Tom Gerstner	N4 Deputy	Bahrain	Robert.gerstner@me.navy.mil	robert.gerstner@me.navy.smil.mil	318-439-4026		
CENTAF/CFACC	Col Becky Garcia	A4						
	LtCol Kelly Burns	A4-A		kelly.burns@stawi.af.mil	kelly.burns@stawi.af.smil.mil			

MARCENT	COL Peter Talleri	G4		talleriPJ@marcent.usmc.smil.mil	talleriPJ@marcent.usmc.smil.mil						
TRANSCOM	Mr. Daren Baker	USTC LNO to CENTCOM	Tampa	bakerda@centcom.mil	bakerda@centcom.smil.mil						
	LTC Robert Massie			robert.massie@ustranscom.mil							
	Mr. Bradford Eastman			Bradford.Eastman@ustranscom.mil							24-Apr-06
	LTC Mark Sinerity		Tampa								
SDDC	COL Tim McNulty	COS		mcnultyt@sddc.army.mil	mcnultyt@sddc.army.smil.mil						
	Col Gerald Twigg			jerrold.twigg@sddc.army.mil	Jerrold.twigg@sddc.army.smil.mil						
	LTC George Sabb			SabbG@sddc.army.mil	SabbG@sddc.army.smil.mil						
	MAJ John Aube			aubej@sddc.army.mil							
	Friedman, Robert			friedmanr@sddc.army.mil	Robert.Friedman@sddc.army.smil.mil						
	Anderson, Doug			andersondoug@sddc.army.mil							
	Gounley, George			gounleyg@sddc.army.mil							
SDDC 595th	COL Kenneth Shannon			kenneth.shannon@sood.arfor.army.mil	kenneth.shannon@sood.arfor.army.smil.mil						28-Apr-06
	LtCol Paul Giovino			paul.giovino@sddc.army.mil	paul.giovino@sddc.army.smil.mil						
SDDC 831st	LTC Michael Sayers, Commanding		Bahrain	michael.sayers@us.army.mil			318-439-4914 / 4919				
ARMY-G4	Mr David Jones DA G4			David.Jones@hqda.army.mil			312-224-3961	(703) 614-3961			19-Apr-06
	Frisoli, Dean A Mr Army G-4			Dean.Frisoli@us.army.mil							
AIDPMO	Ms Sandra Gorba	AID PMO/LOGSA		sandra.gorba@us.army.mil							
DLA	Bill Wheatley		Tampa	wheatlwm@centcom.mil	wheatlwm@centcom.smil.mil						
	Hayes, Curtis F. CW2 DLA DCST		Kuwait	curtis.hayes@arifjan.arcent.army.mil							
	LTC Gary Andrews		Afghan	gary.andrews@baf.afgn.army.mil							
	Gene Boss		Afghan	gene.boss@baf.afgn.army.mil							
AAFES	Alarcon, Frank			AlarconF@aafes.com							